



KATHY HOCHUL
Governor

**State
Police**

STEVEN A. NIGRELLI
Acting Superintendent

POSTING DATE: 04/28/2023

APPLICATION DUE BY: 05/19/2023

Title: State Police Operations Specialist 2 – 12 Vacancies
Starting Salary: \$49,202.00

Location: Division Headquarters
Albany, New York 12226
Albany County

Salary Grade: 14

Employment Type: Full-Time

Work Days: Various

Union Representation: PS&T

The State Police Operations Specialist 2 will support the National Instant Criminal Background Check System (NICS) Section and be assigned to the New York State Police Headquarters. The State Police Operations Specialist 2 will work closely with Members and other Government leads and will be part of a team providing the timely determination of a person's eligibility to purchase firearms and/or ammunition in accordance with New York State law. The State Police Operations Specialist 2 shall be responsible for the accuracy of all work completed and held accountable to the NICS Unit objectives.

DUTIES:

- Supervise and train staff assigned to the NICS unit. Prepare and conduct employee performance evaluations; maintaining LATS; and reviewing records prepared by subordinate employees for accuracy prior to processing.
- Verify/validate documents received and current documents within the NICS and/or other Division databases.
- Evaluate, continuously, existing procedures, processes, techniques, models, and/or systems related to the work being processed and provide recommended actions or solutions.
- Independently prioritize, plan, and execute work objectives as deemed necessary by the Lieutenant.
- Conduct research on firearms and ammunition checks and analyze information for validity.

- Provide analysis (reviewing transactions marked for processing, processing work identified within a transaction, and providing follow-up action as needed), on NICS transactions as required by New York State Law.
- Contact agencies as needed. Document any contact-related issues to include agency, method of contact, and description of issue.
- Assist staff with processing appeals requests. Refer complex requests to supervisor for review.
- Validate submitted appeal disposition documentation for accuracy.
- Compose proper transaction research comments.
- Miscellaneous duties as requested by the Lieutenant and NICS Unit NCOs.

MINIMUM QUALIFICATIONS:

- One year in a SG 11 position or higher
- OR
- Bachelor's degree
- OR
- 4 years of experience gathering, comparing and analyzing physical and electronic records for the purposes of making eligibility determinations.

Note: Semester credit hours of college level study may be substituted for experience on a prorated basis (30 semester credits for one year of experience); active-duty service and an honorable discharge or under conditions in the NYS Restoration of Honor Act may also be substituted for the experience listed above on a pro-rated basis.

Preference will be given to candidates that can demonstrate experience reviewing criminal histories, pistol permit records, police or law records, or data analysis involving the review of multiple sources to develop and reach a conclusion.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

This position does not require that the candidate has taken and passed a NYS Civil Service examination, or currently holds a qualifying position within the NYS Civil Service System. This position will be filled through a resume review and interview process.

Please be advised that authorization to fill these positions is pending Division of Budget approval.

HOW TO APPLY:

Kindly send a letter of intent, complete resume and transcripts to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: *Attention: Non-Sworn Hiring Unit*